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63 9396

OFFICE OF THE DIRECTOR

Action Memorandum No. A-340
Date 20 DEC 1963

TO : Deputy Director (Support)

SUBJECT : Manpower Levels and Controls

REFERENCE:

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1. In compliance with the President's instructions to the heads of all departments and agencies to reduce civilian employment to the absolute minimum necessary to carry out essential programs and activities, effective immediately the personnel ceiling of the Support Directorate is established at and allocated as follows:

50X1

- Office of the DD/S
- Medical Staff
- Office of Communications
- W. Training Center
- Office of Logistics
- Office of Personnel
- Office of Security
- Office of Training
- Junior Officer Training Program
- Office of Finance
- Total - DD/S Area

50X1

2. For budget planning purposes, FY 1965 ceilings will remain at FY 1964 levels.

50X1

3. The reduction in the allocated strength to the Office of Personnel results from the deletion of vacancies in the Recruitment Division which are no longer required. Planning for further strengthening of the recruitment capability of this Agency is not considered to be justified in relationship to our foreseeable personnel requirements, particularly in view of the substantial strengthening of this activity which has taken place over the

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past year or two. The additional reduction of [] is merely a bookkeeping adjustment dropping the Credit Union - a fully reimbursed activity - from the ceiling authorizations of this Agency.

4. While the on-duty strength of the Office of Communications was frozen at [] it appears that a justification exists for an additional [] positions for Close Support. These have been included in the ceiling allocation of that Office and will be utilized only for that purpose.

5. Henceforth, allocated ceiling authorizations at the Office level will operate as the fundamental control over on-duty strength. Therefore, immediate steps must be taken through attrition and reassignment to reduce those components of the Support Directorate, now over strength, to their revised ceiling levels as rapidly as possible. The Director of Personnel has been instructed not to process any personnel action which would result in an addition to the on-duty strength of any component, now over strength, until such time as the on-duty strength is at or below authorized levels. If, in your opinion, an unusual case warrants an exception to this policy, the facts should be submitted through the Director of Personnel and the Agency Manpower Control Officer, to the Executive Director-Comptroller for a decision.

6. Since Staffing Complements are essential devices to report and control the allocation and utilization of manpower to the various programs and activities of the Agency, positions in excess of allocated ceiling should not be retained. The components under your direction will submit revisions, if necessary, to existing Staffing and Development Complements within 45 days in order to equate established positions with the revised FY 1964 ceilings.

7. It is not the desire of this office to unduly restrict the flexibility required by the Deputy Directors to utilize manpower as needed to carry out essential activities. On the other hand, manpower allocations represent one of the most critical factors which operate to control program levels within the various components of the Agency. Therefore, you are asked to discuss proposals for reallocations of manpower ceilings of significant proportions (those exceeding \$150,000 in aggregate salaries) with the Director, Budget, Program Analysis and Manpower prior to their implementation.

8. In order that I might be kept apprised of the progress we are making toward meeting our reduced end-year strength level, the Director of Personnel has been asked to submit to the Manpower Control Officer a monthly report of actions taken and results attained by your components toward achieving, by the end of this fiscal year, their revised authorized ceiling levels.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

O/BPAM/PHH/kfh (20 Dec 63)

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